

Development Calendar Administration

How to Register to enter Courses on the Development Calendar

To get a login for the Development Calendar, email mbretag@swin.edu.au with the following information.

I would like to request access to the Development Calendar to upload sessions.

Name: [enter name]

Opax Number: [opax number]

Department: [department]

Manager Name: [manager name]

You can list more than one person you would like to have access in the one email.

We will contact your manager for final approval that you can upload courses for your department.

Entering Course on the Development Calendar

There are two methods of entering training sessions in the Development Calendar.

1. Upload a spreadsheet listing the training sessions to the Development Calendar system.
2. Login and enter the session information directly into the Development Calendar form.

Upload Process

Management units will now be able to upload training opportunities to a Development Calendar. The upload process will be available one month before the beginning of each quarter.

Upload Dates:

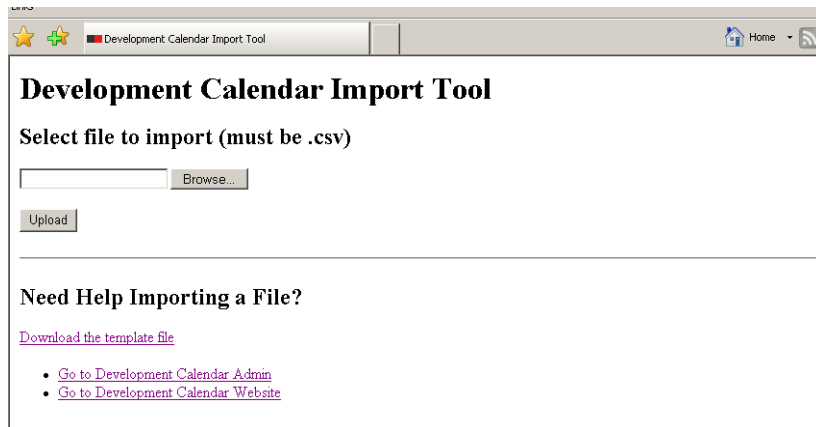
- December upload for the first quarter - January to March.
- March upload for the second quarter - April to June.
- June upload for the third quarter - July to September.
- September upload for the fourth quarter – October to December.

This quarterly upload will enable HR to set up any courses that require EWSS registration and approvals.

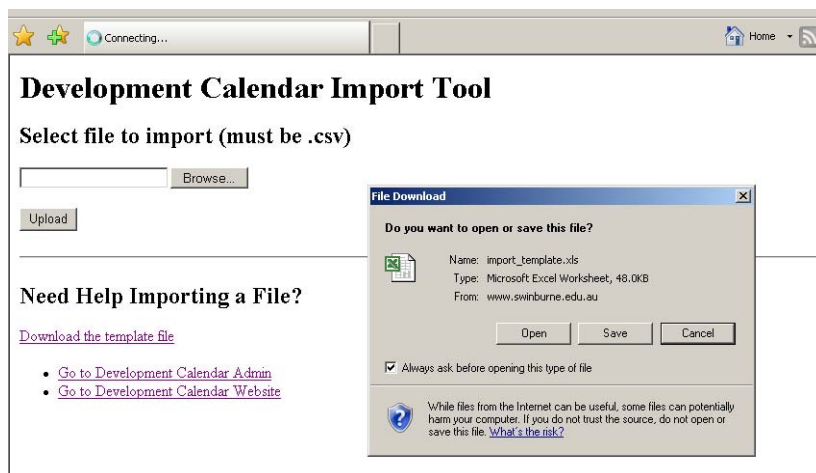
Non EWSS registration and approval courses may be added in or edited at any time.

Using the import tool

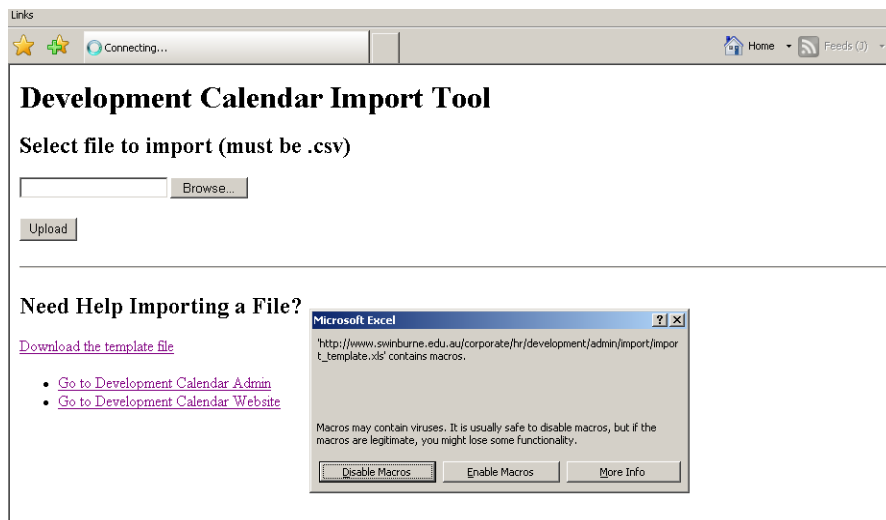
You will need your 7 digit opax number (on your staff ID card) and your SIMS password (the password you use to log in to your computer)



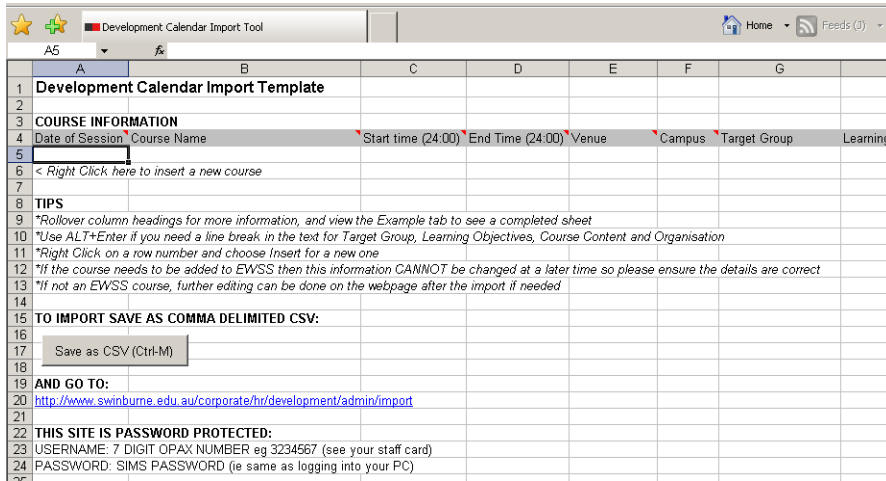
For first time users of the import tool, select [download the template file](#)



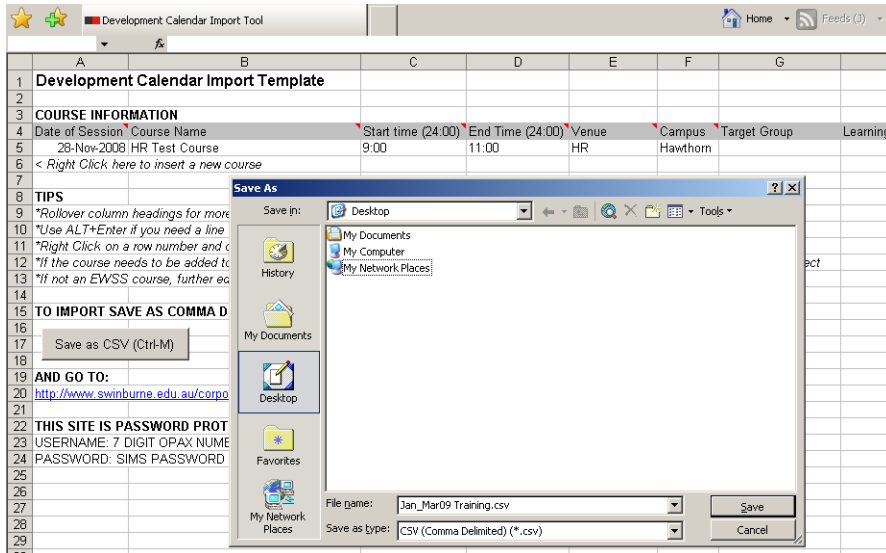
A file download prompt will appear, prompting you to open or save the file. Select **Open**



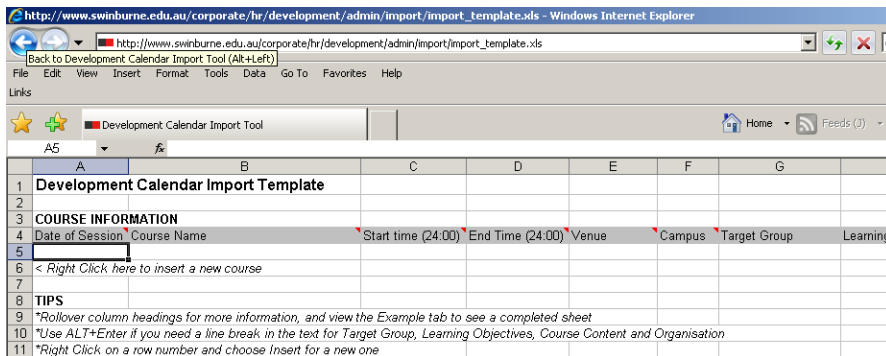
A Microsoft prompt will appear, prompting you to Disable or Enable Macros. Select **Enable Macros**



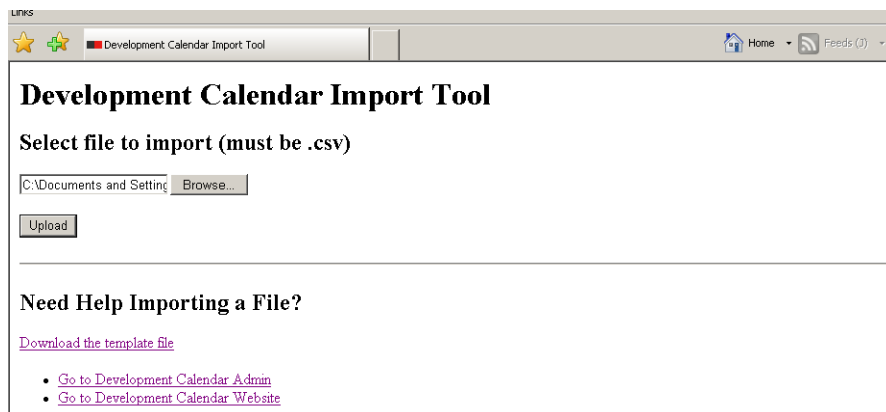
The excel template will open.
 Enter all of the detail of each training session on a new line. Hover over each column title for content guidance.
 Ensure you indicate how to register for the training session by either entering an email address or typing EWSS.



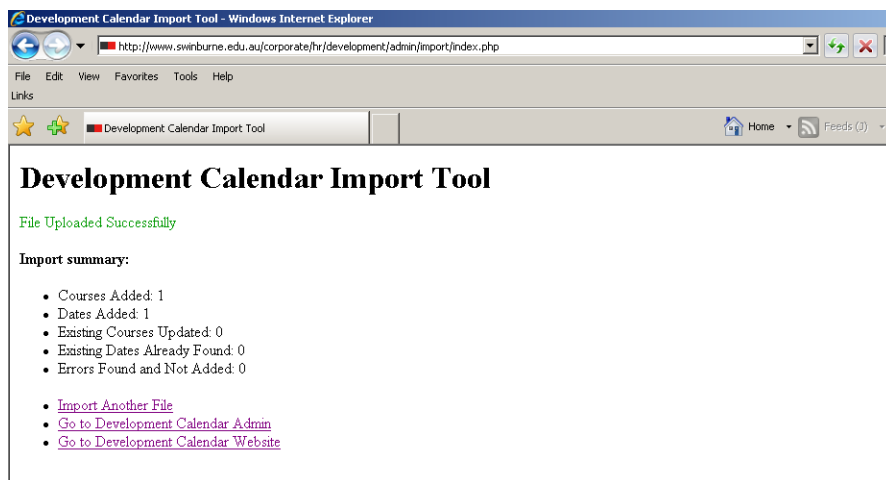
Once complete select **Save as CSV**



Once saved navigate back to the development calendar using the back arrow in the top left hand corner.



Upload the CSV file you just saved by clicking **Browse**
Navigate to the file location and click on the CSV file.
Once the file has been selected click **Upload**



File upload successfully should appear along with a summary of the training sessions uploaded. To view your courses in the Calendar select Go to Development Calendar Website. Your training courses will be displayed.

Courses requiring registration via EWSS are still being set up in Alesco manually at this time. These courses will be displayed on the calendar however there will be a short delay before individuals will be able to register for the session via EWSS.

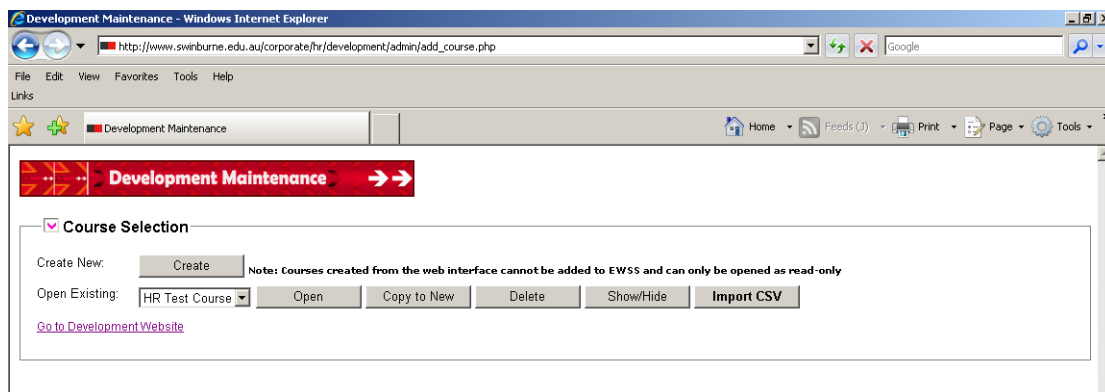
Entering a Training Course using the Development Calendar Form

Adding, Editing or Deleting a Training course (Outside of the quarterly upload process)

Only Non EWSS courses can be added or edited outside of the quarterly upload process.



Select [Go to Development Calendar Admin](#)



You may open, edit and delete any of your non EWSS courses by simply selecting the course you wish to edit and clicking open.

You may create a new Non EWSS course by clicking the **Create** button and typing in the details.

Who to Contact for Assistance

Should you need assistance please contact:

Matt Bretag - Web and Applications Development Tel: 9214 8594